

SIGN PERMIT APPLICATION CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

All Documents are to be submitted electronically:

Site Plan (drawn to an appropriate engineering scale):

- Building or structures on the premises.
- Location of sign(s) relative to property lines.
- Rights-of-way, streets and sidewalks.
- Driveways.

Elevation Plan (drawn to scale):

- Location of all proposed wall-mounted signs on all sides of the building(s).
- Location of all existing temporary and permanent sign(s), including the type, size in square feet (SF), shape and dimensions, located on the subject property.

Sign Construction Plan (drawn to scale):

- Total size of sign(s) (SF). Measurement standards are outlined in MMC Section 22C.160.140.
- Shape and dimensions.
- Construction materials to be used.
- Color – one set **must** be in color.
- Lettering
- Method of construction – weight, fastening/anchoring, details, and means of structural support.
- For freestanding signs, plans must include footing dimension, depth of bury, pole type and size, etc. Freestanding signs must be designed to withstand wind and seismic loads per Chapter 16 of the International Building Code (IBC). Wind and seismic load calculations shall be provided by a State of Washington licensed architect or engineer, unless waived by the Building Official.

Landscape Plan (drawn to an appropriate engineering scale):

- Landscaping is required around the base of a **freestanding sign** (only) at a rate of one (1) SF of landscaping per one (1) SF of sign face. Landscaping shall include a decorative combination of ground cover and shrubs to provide seasonal interest in the area surrounding the sign.

Sign Application Information:

- Owner of sign
- Name and type of business
- Address of sign, Assessor's Parcel Number (APN), phone, fax and e-mail
- Sign Contractor's business name, contact name, address, phone, fax, e-mail, UBI number and copy of contractor's registration card.
- Electrical Contractor's business name, contact name, address, phone, fax, e-mail, UBI number and copy of contractor's registration card, if included on this permit.
- Estimated project cost (labor and materials).
- Sign type, sign dimensions, sign area (SF), changeable copy, type of illumination, measurement calculations and zoning designation the sign is proposed to be located. Sign area and dimensional standard calculations are outlined in MMC Section 22C.160.140, *Measurement Standards*.
- Application **must** be signed by the owner or contractor.

Electrical information. Provide the following when installing conductors and equipment for internally illuminated signs and outline lighting (NEC Section 600). A licensed electrical contractor shall do all electrical work:

- UL or other testing agency number of sign.
- Manufacturer's name, trademark, or other means of identification.
- Input voltage and current rating.
- Panel location, circuit number, breaker rating, wire & conduit type & size.

Branch Circuits:

- Incandescent/Fluorescent – dedicated 20-amp circuit with no other load or circuit.
- Neon – min 20 amp/max 30 amp dedicated circuit with no other load on the circuit.
- Indicate location of a lockable disconnect or a disconnect switch within the sight of sign.
- Provide electrical information regarding any new exterior light sources for non-illuminated signs.

Nonconforming Signs. In accordance with MMC Section 22C.160.240, *Nonconforming signs*, legally established nonconforming signs shall be made to conform with the requirements of MMC Chapter 22C.160, *Sign Code*, under the following circumstances:

- When any new sign proposed to be installed on a premises upon which is located a nonconforming sign or signs, one nonconforming sign shall be removed or brought into conformance for each new sign installed. In no such case shall an applicant be permitted signage that exceeds the maximum signage allowed.
- A sign is relocated, altered, replaced, or changed in any way, including the sign structure. This does not include a change in the face of the sign or advertising copy.
- A sign required repairs beyond normal maintenance.
- Whenever the occupancy classification of a building is changed that results in an intensification of land use, as determined by the Community Development Director.
- All temporary and special event signs that do not conform to MMC Chapter 22C.160 shall be removed.